



CITY OF HOUSTON

Job Posting

OC

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LIBRARY CHIEF
Posting Number	PN# 112383
Department	Library
Division	Public Services
Section	Central Services
Reporting Location	500 McKinney
Workdays & Hours	M-F 8:30 – 5:30*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Houston Public Library, located in the nation’s fourth largest city, serving over 2.5 million Houstonians through a Central Library, special collections and 36 neighborhood libraries, seeks a Chief of Central Services. The Central Library is currently undergoing a major renovation, creating an extraordinary and exciting opportunity for an enthusiastic, innovative individual to lead the transformation of the Central Library. The Chief of Central Services will make a significant contribution to the success of the organization by performing the following duties: Managing the operations of the Central Services Division with direct supervisory responsibility for the managers of central units. Coordinating library services and activities with other units of the library, external agencies, institutions and officials to promote services and gain library support. Developing and managing division budget, contracts and purchasing. Developing policies and procedures regarding division operations and communicates them to staff. Preparing and implementing plans for the evaluation and reorganization of services in the renovated Central Library. Identifying emerging technologies for delivery of services and incorporating them into short term and long term plans for the central library. Ensuring a viable collection of library materials that meets the needs of customers is maintained. Managing division personnel including selection, training, and supervision of unit managers and administrative personnel. Responding to questions from staff and customers regarding division operations. Representing the Library in the community and the profession. Participates in community outreach activities. Actively promotes Central programs and services. Coordinating closely with the other Public Services Divisions (Neighborhood Libraries, Outreach Services) to provide effective public service. The Chief of Central Services will serve on the Director’s Cabinet. Reports to the Deputy Director for Public Services.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Position requires stooping, bending and lifting library materials up to 20 pounds. Extensive travel may be required on an ongoing basis. May require evenings and/or weekends.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master’s degree in Library Science from an ALA accredited program.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of experience as a librarian are required, including three with management responsibility.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Strong management skills; exhibit a passion for extraordinary customer service; who is innovative, creative, possess strong interpersonal skills; active in professional organizations; current knowledge of technology in libraries; abreast of industry trends. Strong oral and written communication skills; experience in developing collections to meet community needs, proven ability to perform as a team leader or member of a team. Experience in library programming for all ages; service to persons of diverse cultures. Spanish language skills preferred. Skill in public speaking and conducting presentations.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 29</u>	
\$2321 – 3193 Biweekly	\$60,346 – 83, 018 Annually

OPENING DATE

August 9, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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